

§0.607

members of the agency and the General Counsel. The filing of a request shall not stay the holding of a meeting.)

(c) A meeting will be closed to the public pursuant to §0.603 only by vote of a majority of the entire membership of the agency. The vote of each participating Commissioner will be recorded. No Commissioner may vote by proxy.

(d) A separate vote will be taken before any meeting is closed to the public and before any information is withheld from the meeting notice. However, a single vote may be taken with respect to a series of meetings proposed to be closed to the public, and with respect to information concerning such series of meetings (a vote on each question, if both are presented), if each meeting involves the same particular matters and is scheduled to be held no later than 30 days after the first meeting in the series.

(e) Less than seven days notice may be given only by majority vote of the entire membership of the agency.

(f) The subject matter or the determination to open or close a meeting will be changed only if a majority of the entire membership of the agency determines by recorded vote that agency business so requires and that no earlier announcement of the change was possible.

§0.607 Transcript, recording or minutes; availability to the public.

(a) The agency will maintain a complete transcript or electronic recording adequate to record fully the proceedings of each meeting closed to the public, except that in a meeting closed pursuant to paragraph (h) or (j) of §0.603, the agency may maintain minutes in lieu of a transcript or recording. Such minutes shall fully and clearly describe all matters discussed and shall provide a full and accurate summary of any actions taken, and the reasons therefor, including a description of each of the views expressed on any item and the record of any roll call vote. All documents considered in connection with any item will be identified in the minutes.

(b) A public file of transcripts (or minutes) of closed meetings will be maintained in the Minute and Rules Branch, Office of the Secretary. The

47 CFR Ch. I (10–1–01 Edition)

transcript of a meeting will be placed in that file if, after the meeting, the responsible Bureau or Office Chief determines, in light of the discussion, that the meeting could have been open to the public or that the reason for withholding information concerning the matters discussed no longer pertains. Transcripts placed in the public file are available for inspection under §0.460. Other transcripts, and separable portions thereof which do not contain information properly withheld under §0.603, may be made available for inspection under §0.461. When a transcript, or portion thereof, is made available for inspection under §0.461, it will be placed in the public file. Copies of transcripts may be obtained from the duplicating contractor pursuant to §0.465(a). There will be no search or transcription fee. Requests for inspection or copies of transcripts shall specify the date of the meeting, the name of the agenda and the agenda item number; this information will appear in the notice of the meeting. Pursuant to §0.465(c)(3), the Commission will make copies of the transcript available directly, free of charge, if it serves the financial or regulatory interests of the United States.

(c) The Commission will maintain a copy of the transcript or minutes for a period of at least two years after the meeting, or until at least one year after conclusion of the proceeding to which the meeting relates, whichever occurs later.

Subpart G—Intergovernmental Communication

SOURCE: 66 FR 8091, Jan. 29, 2001, unless otherwise noted.

§0.701 Local and State Government Advisory Committee.

The Local and State Government Advisory Committee (LSGAC) will facilitate intergovernmental communication between local municipal, county, state and tribal governments and the Federal Communications Commission. The LSGAC shall be comprised of 15 members (or their designated employees) as follows: six elected municipal officials (city mayors and city council

Federal Communications Commission

Pt. 1

members); three elected county officials (county commissioners or council members); one elected or appointed local government attorney; one elected state executive (governor or lieutenant governor); two elected state legislators; one elected or appointed public utilities or public service commissioner, and one elected or appointed Native American tribal representative. The LSGAC members shall select two members, a Chair and Vice Chair, to serve as leaders of the Committee. Vacancies to on the LSGAC shall be filled through a nomination process initiated by Public Notice and appointments shall be made by the Chairman of the Federal Communications Commission. At his discretion, the Chairman may replace LSGAC members using this same appointment process. Members of the LSGAC are required to attend a minimum of fifty percent of the yearly meetings. Failure to meet this attendance requirement will result in loss of membership in the LSGAC, subject to the discretion of the LSGAC chair. Members of the LSGAC are responsible for travel and other incidental expenses incurred while on LSGAC business and shall not be reimbursed for such expenses by the Commission. Pursuant to section 204(b) of the Unfunded Mandates Reform Act of 1995, 2 U.S.C. 1534(b), the LSGAC is not subject to, and is not required to follow, the procedures set forth in the Federal Advisory Committee Act. 5 U.S.C., App. 2 (1988).

PART 1—PRACTICE AND PROCEDURE

Subpart A—General Rules of Practice and Procedure

GENERAL

- Sec.
- 1.1 Proceedings before the Commission.
 - 1.2 Declaratory rulings.
 - 1.3 Suspension, amendment, or waiver of rules.
 - 1.4 Computation of time.
 - 1.5 Mailing address furnished by licensee.
 - 1.6 Availability of station logs and records for Commission inspection.
 - 1.7 Documents are filed upon receipt.
 - 1.8 Withdrawal of papers.
 - 1.10 Transcript of testimony; copies of documents submitted.
 - 1.12 Notice to attorneys of Commission documents.

- 1.13 Filing of petitions for review and notices of appeals of Commission orders.
- 1.14 Citation of Commission documents.
- 1.16 Unsworn declarations under penalty of perjury in lieu of affidavits.
- 1.17 Truthful written statements and responses to Commission inquiries and correspondence.
- 1.18 Administrative Dispute Resolution.
- 1.19 Use of metric units required.

PARTIES, PRACTITIONERS, AND WITNESSES

- 1.21 Parties.
- 1.22 Authority for representation.
- 1.23 Persons who may be admitted to practice.
- 1.24 Censure, suspension, or disbarment of attorneys.
- 1.25 [Reserved]
- 1.26 Appearances.
- 1.27 Witnesses; right to counsel.
- 1.28–1.29 [Reserved]

PLEADINGS, BRIEFS, AND OTHER PAPERS

- 1.41 Informal requests for Commission action.
- 1.42 Applications, reports, complaints; cross-reference.
- 1.43 Requests for stay; cross-reference.
- 1.44 Separate pleadings for different requests.
- 1.45 Pleadings; filing periods.
- 1.46 Motions for extension of time.
- 1.47 Service of documents and proof of service.
- 1.48 Length of pleadings.
- 1.49 Specifications as to pleadings and documents.
- 1.50 Specifications as to briefs.
- 1.51 Number of copies of pleadings, briefs and other papers.
- 1.52 Subscription and verification.
- 1.53 Separate pleadings for petitions for forbearance.

GENERAL APPLICATION PROCEDURES

- 1.61 Procedures for handling applications requiring special aeronautical study.
- 1.62 Operation pending action on renewal application.
- 1.65 Substantial and significant changes in information furnished by applicants to the Commission.
- 1.68 Action on application for license to cover construction permit.
- 1.77 Detailed application procedures; cross references.

MISCELLANEOUS PROCEEDINGS

- 1.80 Forfeiture proceedings.
- 1.83 Applications for radio operator licenses.
- 1.85 Suspension of operator licenses.
- 1.87 Modification of license or construction permit on motion of the Commission.
- 1.88 Predesignation pleading procedure.